

EXHIBIT 3

TRAVELER CHECKLIST

Handy Help

For success in your travel, be proactive. Follow the Clip 'N Save Checklist below:

Clip 'N Save Checklist

- I got my request in as soon as possible (about 60 days prior to travel).
- I communicated information concerning the event to the Annual Training Coordinator.
- I made certain all information was complete and that any unique travel needs or desires were mentioned.
- After my orders came back, I immediately checked for the following:
 - Will the itinerary work for me (travel times and dates)?
 - Was a rental car authorized for me, if necessary?
 - Did I receive a BOQ/BEQ reservation or a non-availability number?
 - Was I booked out of the right airport?
 - Is there a requirement for a modification to pay orders (i.e., correct paygrade, family member status correct, flight pay authorized)?
- If I have a problem, I will follow the chain of command and call my Reserve Center or support site.

However, if I am enroute to my training site and unable to get assistance from my Reserve facility, I can call:

- 800-576-9327 for BOQ/BEQ reservations, or 877-583-8671 or 504-228-7153 for other emergencies.